**Public Relations and Promotion – Story Teller**

Laptop Upcycle has done some great things and changed the lives of young adults in our schools. With our limited volunteer staff we are often not very good at writing or sharing these stories. You can help change this! This volunteer will:

* Develop and implement a plan to improve our public relations and promotional activities, including the identification of appropriate distribution channels, web site updates, etc.. Work with our web developer to push developed content effectively.
* Seek out those who wish to share their stories in coordination with the Montclair Schools Relationship Manager and share how Laptop Upcycle has improved their education experience. The candidate must be sensitive to the donation environment and help eliminate barriers to others seeking laptops from us.
* Seek out those who wish to share their stories in coordination with the **Partnership Manager Intern – Classrooms, Expansion, and Development** and share how Laptop Upcycle has improved their education experience. The candidate must be sensitive to the donation environment and help eliminate barriers to others seeking laptops from us.
* Write and share content related to partnership and community support in group settings, e.g. local labs and community centers. Also, share information on happenings in our lab and promote our volunteers to demonstrate the return on investment from our donors and supporters.
* Attend and present at quarterly board meetings on a Tuesday evening.

**Key Skills:**

* Excellent Communication and public presentation
* Highly responsible with the ability to work independently
* Desirable but not prerequisite: Google Sheets and Docs, Graphics programs for Marketing material

**Requirements:**

* Transportation in and around Montclair
* 15 hours per week on a flexible and negotiable schedule but including weekends

**Work Environment**

Laptop Upcycle is a not-for-profit dedicated to closing the technology gap for kids in our schools.  This primarily involves getting kids laptops so they can do their homework. It encompasses training kids in high school and other volunteers to repair and refurbish donated laptops.  Laptop and other donations come from partnerships with industry as well as individual contributors. We also seek partnerships to build community awareness and expand our reach.  We are all committed and unpaid volunteers in furtherance of this mission.

We have office space in the United Way building in Montclair and primarily serve Montclair.   We provide the entrepreneurial vibe with a good-works mission.  You’ll experience a lot of freedom and be expected to bring a high level of commitment and responsibility. You’ll gain valuable real-world experience in the not-for-profit arena and work with volunteers, other interns and industry veterans to accomplish your work.